

Writing and Editing

VOC. 1

All the words in this lesson may be associated with the processes of writing and editing.

abbreviation N. a shortened form of a word or phrase (An *abbreviation* is usually followed by a period.)

abridge V. to make shorter by using fewer words (If we *abridge* the story, it will not take as many pages.)

arduous ADJ. hard to do (The computer helps with the *arduous* task of checking for misspelled words.)

classify V. to organize according to some method or system (Please *classify* the books according to their authors.)

clause N. a group of words containing a subject and a verb (A *clause* is not always a complete sentence.)

conjugation N. a systematic arrangement of the forms of a verb (The *conjugation* of the verb "to have" includes "I have, you have, he has, we have, you have, they have.")

duplicate V. to make another exactly like the original (If Grover can *duplicate* the drawing, we will have two copies.)

enclosure N. something put into an envelope along with a letter (The photograph was an *enclosure* that came with the letter.)

gazette N. a publication, usually issued daily or weekly, containing current news, editorials, and advertisements (Our local *gazette* contains too many advertisements and too little news.)

hyphen N. a punctuation mark used to connect parts of a compound word or between syllables at the end of a line (There is a *hyphen* in the word "thirty-four.")

incomprehensible ADJ. not able to be understood (A sentence can be *incomprehensible* when it lacks proper punctuation.)

indentation N. the blank space between the margin and a line that has been set in (A new paragraph is indicated by an *indentation* at the beginning.)

informative ADJ. providing information (We learned facts about Antarctica from her *informative* report.)

isolate V. to set apart from others (Jana will *isolate* herself from family and friends until she finishes writing her story.)

italics N. a printing style with the letters slanting to the right (Titles of books should be underlined or placed in *italics*.)

leaflet N. a small, folded sheet of printed matter (She received a *leaflet* in the mail today about the annual writers' convention.)

logical ADJ. reasonable (Because of his writing experience, James is the *logical* choice for editor of the newspaper.)

pseudonym N. a name used by an author instead of his or her real name (Mrs. Harris uses a male *pseudonym* when she writes detective novels.)

publisher N. a person or company that produces and distributes printed material (We must get permission from the *publisher* to reprint the story.)

stationery N. writing materials such as paper, cards, and envelopes (We bought Mother colorful *stationery* and matching pens for her birthday.)

Exercise 2

Write the letter of the word set that best completes the sentence.

1. Learning about the _____ of verbs can be an _____ task.

A. italics — logical

C. conjugation — arduous

B. pseudonym — informative

D. enclosure — incomprehensible